

Second Wave of Applications for the Foreign Service Family Reserve Corps (FSFRC)

Summary

The Under Secretary for Management announced in Reftel A the creation of the Foreign Service Family Reserve Corps (FSFRC). Approximately 1,100 family members applied during the first wave, and we expect this interest to continue during the second wave. Family members who meet the requirements in paragraph 3 are invited to submit applications (as outlined in paras 4 and 5) **beginning on October 15, 2016**. Those departing from either their post or position **between June 1, 2016, and December 31, 2016**, who also meet the requirements in Reftel B may continue to submit their applications.

Please note: Family Members are not members of the FSFRC until their applications have been processed and they have been notified by the Bureau of Human Resources Office of Shared Services (HRSS) of their acceptance into the FSFRC. End summary.

The eForms application currently used for the Department's Centralized Forms Program will be phased out by early 2017. To ensure that we process all submitted FSFRC applications before data in eForms becomes unavailable, we are starting the second wave with family members on a Family Member Appointment (FMA) or a Temporary (TEMP) Appointment who will be leaving their current positions **between January 1, 2017, and March 31, 2017**, or whose sponsoring employee has a Transfer Eligibility Date (TED) during that time period. This wave of applicants will continue to apply using eForms. Those departing post or leaving their current positions **after March 31, 2017, and before December 31, 2017**, will be invited to apply using the new electronic application platform which will replace eForms once it becomes available.

Second Wave

Beginning **October 15, 2016**, in addition to those family members who were eligible for the first wave, the following family members may apply for membership in the FSFRC:

- A. Those employed at post under a Family Member Appointment (FMA) or Temporary (TEMP) Appointment at the time of application who will be leaving their current position between January 1, 2017, and March 31, 2017, or whose sponsoring employee has an upcoming Transfer Eligibility Date (TED) for the same time period; or
- B. Those in Intermittent No Work Scheduled (INWS) status at the time of application, with a Not to Exceed (NTE) date between January 1, 2017, and March 31, 2017. Family members can verify their NTE date by referring to Box 5B on their Notification of Personnel Action (Form SF-50) via Employee Self-Service (eOPF) or, if without access to OpenNet, by contacting their losing bureau's Family Member Employment Coordinator (FMEC); or
- C. Those currently working in a Department of State Civil Service position domestically who are on their sponsoring employee's travel orders (or other agency equivalent) to a post abroad with a transfer date between January 1, 2017, and March 31, 2017.

Application or Declination Form Submission Process

Family members who meet the above criteria (para 3) must complete either the FSFRC Application Form or the Declination Form, available through [eForms](#) on OpenNet. Please read instructions carefully, as incomplete or improperly submitted forms will be returned. Handwritten or scanned applications will not be accepted. Applicants should complete and submit the appropriate form directly from eForms, along with any required attachments; applications will be routed automatically to HRSS. Applicants will receive an auto-reply from HRSS when the application or declination form is received, as well as additional notifications throughout the process, and final notification upon acceptance into the FSFRC.

Employees without access to OpenNet may download a fillable PDF version of the FSFRC application/declination form from the public facing eForms site: [Application Form \(DS-5137-A\)](#) and [Declination Form \(DS-5137-D\)](#). Please follow the instructions outlined on the appropriate form, and submit completed forms and any required attachments via email to FSFRC@state.gov. Hand-written or scanned applications will not be accepted.

HRSS will review all FSFRC applications, verify applicants' eligibility, and will place those who meet all eligibility requirements (as described in para 3 above and reftel A) into one of three categories, based on Diplomatic Security (DS) verification of their current or most recently held security clearance (see reftel A). Time required to complete this process will vary. Family members are not members of the FSFRC until their applications have been fully processed and they have been notified via email by HRSS. Applicants must provide a personal email address where they may be reached and are encouraged to respond quickly to requests for additional documentation.

Next Waves

Please be on the lookout for the next call for FSFRC applications in subsequent cables. After all applications received during the various waves have been processed, enrollment will then be opened to all family members who meet the eligibility requirements to join the FSFRC.

Sources of Additional Information

Additional information on the FSFRC is available on the [Family Liaison Office internet site](#) as well as on [HR/OE's OpenNet site](#).